



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

September 26, 2008

Transmitted Via E-Mail

Glen Boehnlein, CFO
Stryker Endoscopy
5900 Optical Court
San Jose, CA 95138
glen.boehnlein@stryker.com

Dear Mr. Boehnlein:

RE: FINAL VISIT REPORT for Stryker Endoscopy – ET07-0170

Date of the Visit:	8/18/08
Beginning/Ending Time:	10:30 a.m. – 12:00 pm.
Date of Last Visit	4/10/08
Visit Location:	San Jose
Persons in attendance:	Kerri Ann Beherndt, Training Specialist, Stryker; Lisa Douglas, CTA; Teresa Teles, ETP Analyst
Action Required:	No

Term of Agreement:	9/25/06 - 9/24/08	Agreement Amount:	\$486,972
Allowed Training Start Date:	9/25/06	No. to Retain:	501
Date Training must be Completed:	6/24/08	Range of Hours:	24 - 200
Type of Trainee and Reimbursement Rate:	Retrainees \$18class/lab \$26 AT, \$8 CBT	Weighted Ave. Hours:	54

TRAINING STATUS:

Trainees Started Training:	699	Completed Minimum Hours:	490
Trainees Enrolled:	760	Completed Max. Hours:	3
Dropped Following Enrollment:	247	Completed Training and Retention:	484

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www.etp.ca.gov
ETP (04/15/05)

Ms. Douglas provided projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 484 trainees (97 percent of planned retentions) for a total reimbursement of \$478,417, (98 percent of the encumbered amount).

FINAL REPORT SUMMARY:

A Modification to add a topic to computer-based training (CBT) was approved by ETP on April 23, 2008. A second modification was approved on September 8, 2008, to add Temporary to Permanent Hire language.

INTERVIEW WITH THE CONTRACTOR'S REPRESENTATIVE-KERRI ANN BEHERNDT:

- What barriers, if any, did your company experience in implementing your ETP project? It was a challenge to complete the rosters but having a contest helped make the staff aware of the need to complete and submit the rosters. Also, a big training initiative was missed because of the timing of the Panel.
- What problems, if any, did your company experience with ETP record keeping? None mentioned.
- What assistance could ETP have provided that would improve the process for future Contractors? Would like to see status updates and to be able to compare to previous projects.
- How did your company benefit from the ETP training? Training increases awareness of the need for training and having to complete attendance rosters, employees think about training and ask for more training. Stryker was able to provide more training with ETP funds than would otherwise be possible.

ATTENDANCE ROSTERS:

Your ETP analyst reviewed all rosters for a sample of trainees. All documentation appears to be in compliance with ETP requirements and matches the hours entered into ETP's On-line Tracking System. It appears that the Contractor is also in compliance with trainer/trainee ratios for both regular class/lab which requires 1:20 or less and Advanced Technology (AT) training where the ratio can not exceed 1:10. Please note that the finding that the ETP documentation is in order is based only on the training records reviewed during this visit and represents only a limited sample of the training records completed to date. It is the company's responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

NOTE: Ms. Teles reviewed the CBT report provided by Stryker and found some topics that were not eligible for ETP funding. Ms. Teles sent the list of non-ETP eligible items to Ms. Douglas who deleted them from the ETP's on-line tracking system.

AUDIT:

Stryker Endoscopy will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Teresa Teles at (650) 655-6940 or at tteles@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,



Creighton Chan, Manager

San Francisco Bay Area Regional Office



Teresa Teles, Analyst
San Francisco Bay Area Regional Office

cc: Kerri Ann Beherndt, Training Specialist, kerriann.behemdt@stryker.com
Lisa Douglas, California Training Administration, lisa.douglas@att.net
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 9/26/08**